

Succession Planning Worksheet

Project/Task Inventory

Office: Financial, Quality and Technology Services **Position:** Departmental Specialist

Project/Assignment: MI 360 Agency Administrator **Direct Supervisor:** Charles Jones

Project/Task Name	MI 360 Leadership Development Survey
Project Description	
The MI 360 is a leadership development survey. All departmental managers and supervisors are required to take the MI 360 a minimum of every 18 months. This is a Governor's initiative and is supported the Office of Great Workplace Development. The agency administrator is responsible for all aspects of this process from development of an annual plan to providing technical assistance to DHS staff year-round.	
Milestones/Timeframes/Due Dates	
<i>Milestone/Task/Procedures/Steps</i> (Please include location information about important documents, reports, etc that relate to the specific milestones, tasks, procedures, steps)	<i>Due Date or Timeframe</i>
1. Develop rollout plan (timeframes are based on the completion date of the previous cycle) – See Cycle 2 Rollout Plan – (PE:\360 Leadership Profile\Cycle 2\Rollout Schedule 9 25 06)	Annually
2. Finalize debrief materials – each cycle the debrief is revised somewhat. This should include the plan for rolling the debrief out to DHS staff and the anticipated dates for doing so. See Cycle 2 Debrief Materials – (PE:\360 Leadership Profile\Cycle 2\Final Materials)	Annually
3. Meeting with the Office of Great Workplace Development to agree on the final details of the current cycle including the debrief. – Work with Nikki Selden (see contact list) to schedule.	Annually
4. Finalize all debrief materials.	
5. Send department-wide communication (DBO and/or All Staff Email) announcing the upcoming cycle. This should include an attachment with the dates for specific offices to receive the survey. See MI 320 Communications – (PE:\360 Leadership Profile\Communication)	2 months prior to start date of the cycle
6. Send final leader lists (participant lists) to OGWD for loading into the survey.	1 month prior to start date
7. Develop all notifications – those to be used within the survey and those to be used in Groupwise. See Cycle 2 Notifications – (PE:\360 Leadership Profile\Cycle 2\MI 360 Notifications)	2 weeks prior to start date
8. Set up all notifications	1 week prior to start date
9. Distribute completed reports and debrief leaders	Within 2 months of completion of the survey
10. Develop make-up lists for incomplete leaders	Throughout cycle
11. Set up make-up surveys with OGWD	1 month prior to end of the current cycle
Important Contacts	
<i>Name and Contact Information</i> (Phone/Email)	<i>Reason or Need for Contact Related to Project or Task</i>
Nikki Selden – Office of Great Workplace Development Seldenn2@michigan.gov 517-241-2021	She is the statewide coordinator and the technical expert on the MI 360. All efforts and planning should be run past Nikki. She will also provide technical assistance and runs all leader reports.

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Larry Collar – Office of Great Workplace Development collarl1@michigan.gov	Larry is the person at OGWD that will assist in developing all orientation, debrief and follow-up on the MI 360. He is the training expert on this project.
Karen Crawford – Civil Service Commission crawfordk@michigan.gov	Karen will assist in pulling DHS leader lists from MIDB. These lists are essential to the planning process and make up the foundation for leader lists that are sent to Nikki for loading into the software.
Bill Patrick – Office of Professional Development patrickb2@michigan.gov 517-373-9490	Bill is an expert on leadership development. Several of his employees are also trained coaching facilitators and trained on the 5 leadership competencies. When developing materials it is wise to involve Bill and his team. They have been heavily involved in planning and material and communication development since the beginning of this process.
Charles Jones – FQT Jonesc4@michigan.gov	Chuck is the Organizational Development Officer and knows the history of this initiative.
Office of Communications (Maureen Sorbet) sorbetm@michigan.gov 517-373-7394	All communication related to the MI 360 will need to be reviewed and approved by the Office of Communications.
Stakeholders <i>(Phone, Email, Address if you know it)</i>	
DHS Leaders and Staff	
Governor's Office	
All State of Michigan Departments and Agencies	
The Office of Great Workplace Development	
Systems and/or Specialized Software Utilized to Complete Project	
Groupwise – for communicating with survey groups outside of the survey system.	
DHS Net – The online orientation is located here	
Halogen Software – this is the survey software that is used for the process	
Excel – Leader information is kept in excel spreadsheets	
Electronic Folders and Files with Location/Path <i>(If you have only paper copies of important documents please provide a copy with this form)</i>	
All MI 360 files can be found in: PE\Shared\360 Leadership Profile	
Helpful Hints/Tips/Job Aids <i>(Please provide copies of any helpful documents or file locations if they are electronic as well as URLs or other locations)</i>	
MI 360 Video	
OGWD Website: http://connect.michigan.gov/portal/site/ogwd/	
OPD Learning Resource Database: http://performance-architect.mfia.state.mi.us/resourceTools/index.htm	
MI 360 Orientation Site: http://intranet-01.mfia.state.mi.us/opd/MI360/	